

COUNTY OF MILWAUKEE
Interoffice Memorandum

DATE: September 22, 2006

TO: All County Board Members
Department Heads and Interested Parties

FROM: Supervisor Richard D. Nyklewicz, Jr., Chairman, Finance and Audit Committee

SUBJECT: **Finance and Audit Committee Consideration of County Executive's 2007 Recommended Budget**

Attached for your information is the schedule for Finance and Audit Committee hearings on the 2007 Recommended Budget. Any revisions to this schedule will be sent out to concerned parties as soon as finalized.

Please take note of the following items:

- County Ordinances specify that at least one week must elapse after the County Executive delivers his budget before the Finance and Audit Committee can commence hearings on the Budget. The County Board Research staff utilizes that time to conduct an in-depth review of the budget and to prepare a thorough overview of fiscal issues, new initiatives, historical trends and problem areas. All Supervisors are requested to refrain from requesting amendments and other related assistance from Research staff until the overview has been completed. The County Board staff overview will be distributed on Thursday, October 5.
- The Finance and Audit Committee will begin its budget review process on Friday, October 6. The Committee will consider and vote on each organizational unit and each capital project contained in the budget. *Supervisors are urged to submit amendments for specific departments or divisions during the budget hearing at which that department or division is scheduled.*
- Supervisors are encouraged to identify offsetting cuts or viable sources of additional revenue for any budget amendments that provide for new or increased expenditures. County Board staff will assist in the review of the feasibility of revenue sources. A brief outline of the budget amendment process is attached to this memo.
- The Finance and Audit Committee will conduct open public hearings on all budgets prior to the statutorily required public hearing before the full County Board, which is scheduled for Monday, October 30, at 7:00 PM at the Zoofari Center.

The following is a summary of the schedule for this year's budget review process.

Thursday, September 28	Presentation of the County Executive's Budget Message to the County Board. 2007 Recommended Budget delivered to County Board and public. Regularly scheduled County Board meeting to follow.
September 29 – October 5	Review and analysis of the budget by County Board staff with distribution of the staff budget overview report Thursday, October 5.

- Friday, October 6** Initial meeting of Finance and Audit Committee for presentation of staff budget overview report and commencement of consideration of departmental budgets. It is recommended that department heads attend the October 6 meeting, along with all interested County Board members.
- October 6 – October 26** Finance and Audit Committee review of the 2007 budget (see attached schedule of meetings). Committee meetings will include consideration of budget amendments by members of the Committee as well as other Supervisors. The process for Supervisor amendments is outlined in Section 1.25(4) of the Milwaukee County Code of Ordinances and is described briefly in an attachment to this memo.
- Monday, October 30** County Board Public Hearing on the budget at 7:00 PM at the Zoofari Center. ADA accommodations will be available.
- Tuesday, October 31** Any additional Supervisor budget amendments resulting from the Public Hearing must be submitted to the Chief Committee Clerk, Dee Hervey, by 3:00 PM to allow sufficient time to compile the amendments.
- Wednesday, November 1** Final Finance and Audit Committee meeting to consider any amendments submitted as a result of the Public Hearing. All amendments approved by the Committee will be submitted to the County Board in a single roll-up document, as customary.
- Thursday, November 2** Regularly scheduled County Board meeting.
- Monday, November 6** County Board Annual Meeting to adopt the budget beginning at 8:30 a.m., as provided in County Ordinances. At this time, the Board will act on the roll-up report of amendments as recommended by the Finance and Audit Committee, any Supervisor amendments which failed during the budget hearings and which the sponsor wishes to submit to the full Board, and any new amendments submitted under suspension of the rules. The Board then will vote on the total property tax levy and the budget as a whole.
- Wednesday, November 15** The County Board will reconvene at 1:30 p.m., if necessary, to consider any vetoes by the County Executive.

Questions regarding any of the above should be directed to me or Steve Cady, County Board Fiscal and Budget Analyst.


Supervisor Richard D. Nyklewicz, Jr.

Attachments

COUNTY BOARD SUPERVISOR AMENDMENT PROCESS

County Board adopted procedures require formal Supervisor amendments to the budget to be submitted **during the time that Finance and Audit Committee hearings are conducted.** The final hearing is scheduled for November 1, 2006 at 9:30 a.m. In order for your amendment to be considered at that meeting, **it must be submitted to Dee Hervey by 3:00 p.m. on Tuesday, October 31, 2006.** Amendments submitted after that time will have to be submitted by the author under suspension of the rules on budget adoption day.

Supervisors are strongly urged to submit any amendments to the budget at the time the Finance and Audit Committee is reviewing the relevant budget. It is intended that each departmental budget will be approved on the day it is heard, unless there is a specific reason for a layover. Amendments relating to a budget that already has been approved by the Finance and Audit Committee will require a vote to reopen the budget in addition to a vote to approve the amendment itself. In addition, Supervisors are encouraged to ensure that any budget amendments that provide for a new or increased expenditure appropriation identify a corresponding expenditure decrease elsewhere in the budget, or a viable source of additional revenue.

Requests for budget amendments should be directed to the research analyst whose committee assignment includes the budget you wish to amend. If you are unsure of the appropriate research analyst, please submit your request to Steve Cady, Fiscal and Budget Analyst. The following is a list of County Board research analyst committee assignments:

Glenn Bultman:	Economic & Community Development
Steve Cady:	Finance and Audit; Intergovernmental Relations
Rick Ceschin:	Judiciary, Safety and General Services; Personnel
Brian Dranzik:	Transportation, Public Works and Transit
Julie Esch:	Parks, Energy & Environment
Martin Weddle:	Health and Human Needs

Please be aware that individual research analysts may be dealing with several amendment requests at one time. Amendment preparation will be prioritized according to the order in which the item is to be reviewed by the Finance and Audit Committee and/or by order of submission.

Once a Supervisor has approved an amendment in its final form, it will be his or her responsibility to appear before the Finance and Audit Committee. If the Supervisor decides that he or she does NOT want the amendment to be considered, then staff should be notified. If the Finance and Audit Committee rejects a budget amendment, it will be sent to the County Board for consideration at the Annual Meeting unless the requesting Supervisor directs otherwise.

Please note that in order to ensure a fair and efficient process, outlined procedures will be strictly followed.

2007 MILWAUKEE COUNTY BUDGET - HEARING SCHEDULE

FINANCE AND AUDIT COMMITTEE BUDGET HEARINGS

(All hearings are held in Room 203-R, Courthouse)

Friday, October 6, 2006 - 9:00 a.m.

(All Day Session with a lunch break from approximately 12:00 p.m. to 1:15 p.m.)

Presentation of Overview by County Board Staff of the Recommended 2007 Budget.

Committee discussion, questions and comments on the Recommended 2007 Budget.

Possible Committee Action on County Executive 2007 County Budget.

SUNDRY NON-DEPARTMENTAL REVENUES AND EXPENDITURES

1993	State Shared Taxes
1996	County Sales Tax Revenue
1997	Power Plant Revenue
1998	Surplus (or Deficit) from Prior Year
1930	Offset to Internal Service Charges
1935	Charges to Other County Organization Units
1937	Potawatomi Revenue
1945	Appropriation for Contingencies
1985	Capital Outlay/Depreciation Contra

PENSION OBLIGATION BONDS

PENSION CONTRIBUTION

DEBT SERVICE

9960	General County Debt Issue
------	---------------------------

SELECT NON-DEPARTMENTALS

1987	Debt Issue Expense
------	--------------------

Monday, October 9, 2006 - 9:00 a.m.

(All Day Session with a lunch break from approximately 12:00 p.m. to 1:15 p.m.)

HEALTH AND HUMAN SERVICES

7900	Department on Aging
6300	DHHS – Behavioral Health Division
7200	DHHS – County Health Programs
8000	Department of Health and Human Services (DHHS)

2007 MILWAUKEE COUNTY BUDGET - HEARING SCHEDULE

Tuesday, October 10, 2006 - 9:00 a.m.

(All Day Session with a lunch break from approximately 12:00 p.m. to 1:15 p.m.)

STAFF [unless otherwise indicated]

1130	Corporation Counsel
1961	Litigation Reserve Account [Non-Departmental]
1019	DAS* - Office for Persons with Disabilities
1110	Civil Service Commission
1140	DAS – Human Resources Division
1950	Employee Fringe Benefits [Non-Departmental]
1972	Wage Supplement Account [Non-Departmental]
1969	Medicare Part D Revenue [Non-Departmental]
1921	Human Resource and Payroll System [Non-Departmental]
1939	Retirement Sick Allowance Payments [Non-Departmental]

*Department of Administrative Services

Wednesday, October 11, 2006 - 9:00 a.m.

(All Day Session with a lunch break from approximately 12:00 p.m. to 1:15 p.m.)

GENERAL GOVERNMENT SERVICES [unless otherwise indicated]

3010	Election Commission
3270	County Clerk
3400	Register of Deeds
1923	Milwaukee County Automated Land Information System [Non-Departmental]
05-403	2007 Special Charge for Southeastern Wisconsin Regional Planning Commission
06-322	(SEWRPC) [Separate Item]
3090	County Treasurer
1992	Earnings on Investments [Non-Departmental]
1901	Unclaimed Money [Non-Departmental]
1999	Other Miscellaneous Revenue [Non-Departmental]
1989	Investment Advisory Services

PUBLIC SAFETY, COURTS AND JUDICIARY

4500	District Attorney
2430	Department of Child Support
4900	Medical Examiner
2000	Combined Court Related Operations
4300	House of Correction
4000	Sheriff

2007 MILWAUKEE COUNTY BUDGET - HEARING SCHEDULE

Thursday, October 12, 2006 – 9:00 a.m.

(All Day Session with a lunch break from approximately 12:00 p.m. to 1:15 p.m.)

DEPARTMENT PUBLIC OF PUBLIC WORKS [unless otherwise indicated]

1913	Civil Air Patrol [Non-Departmental]
5040	DPW – Airport
5070	DPW – Transportation Services
5080	DPW– Architectural, Engineering and Environmental Services
5100	DPW – Highway Maintenance
5300	DPW – Fleet Management
5700	DPW – Facilities Management
5800	DPW – Director’s Office
5600	DPW – Milwaukee County Transit/Paratransit System

Friday, October 13, 2006 - 9:00 a.m.

(All Day Session with a lunch break from approximately 12:00 p.m. to 1:15 p.m.)

LEGISLATIVE AND EXECUTIVE

1000	County Board
1001	County Board - Department of Audit
1040	County Board – Office of Community Business Development Partners
1011	County Executive – General Office
1021	County Executive – Veterans Service Office

STAFF [unless otherwise indicated]

1150	DAS* – Risk Management
1151	DAS – Administration and Fiscal Affairs
1152	DAS – Procurement Division
1160	DAS – Information Management Services Division
1933	Land Sales [Non-Departmental]
1192	DAS – Economic and Community Development

*Department of Administrative Services

Monday, October 16, 2006 - 9:00 a.m.

(All Day Session with a lunch break from approximately 12:00 p.m. to 1:15 p.m.)

SELECT NON-DEPARTMENTALS AND PARKS, RECREATION & CULTURE [unless otherwise indicated]

1120	Personnel Review Board [Staff]
1905	Ethics Board
1912	VISIT Milwaukee
1966	Federated Library System
9000	Parks
1908	County Historical Society

2007 MILWAUKEE COUNTY BUDGET - HEARING SCHEDULE

1914	War Memorial Center
1915	Villa Terrace/Charles Allis Art Museums
1916	Marcus Center for the Performing Arts
1974	Milwaukee County Fund for the Arts
9910	University Extension Services
9700	Milwaukee Public Museum
9500	Zoological Department

Tuesday, October 17, 2006 - 9:00 a.m.

(All Day Session with a lunch break from approximately 12:00 p.m. to 1:15 p.m.)

UNFINISHED BUSINESS.

Wednesday, October 18, 2006 - 1:00 p.m.

(Afternoon Session)

(Transportation, Public Works & Transit Committee meeting at 9:00 a.m.)

UNFINISHED BUSINESS, if necessary.

UNFINISHED BUSINESS - OPERATING BUDGET WRAP-UP.

CAPITAL BUDGET OVERVIEW.

CAPITAL OVERVIEW-POLICY.

ADOPTED POLICY OPTIONS.

NOTE: Unfinished Business could include amendments on any operating budget; therefore, all Department Heads should be prepared to attend, if necessary.

Monday, October 23, 2006 - 1:00 p.m.

(Afternoon Session)

(Economic and Community Development Committee meeting at 9:00 a.m.)

CAPITAL IMPROVEMENT BUDGET

– Airports (WA)

– Highways and Bridges (WH)

– Mass Transit (WT)

– Environmental Services (WV)

– Museum (WM)

2007 MILWAUKEE COUNTY BUDGET - HEARING SCHEDULE

– Parks, Recreation and Culture (WP)

– McKinley Marina (WP)

Tuesday, October 24, 2006 - 1:00 p.m.

(Afternoon Session)

(Parks, Energy and Environment Committee meeting at 9:00 a.m.)

CAPITAL IMPROVEMENT BUDGET

– Zoo (WZ)

– DHHS – Behavioral Health Division (WE)

– County Grounds (WG)

– Department of Health and Human Services (WS)

– Courthouse Complex (WC)

– House of Correction (WJ)

– Other County Agencies (WO)

Wednesday, October 25, 2006 - 1:00 p.m.

(Afternoon Session)

(Health and Human Needs Committee meeting at 9:00 a.m.)

UNFINISHED BUSINESS, if necessary.

NOTE: Unfinished Business could include items relating to any operating and/or capital improvement budgets. Department Heads should be prepared to attend, if necessary.

Thursday, October 26, 2006 - 1:00 p.m.

(Afternoon Session)

(Finance and Audit Committee regular meeting at 9:00 a.m.)

UNFINISHED BUSINESS.

NOTE: Unfinished Business could include items relating to any operating and/or capital improvement budgets. Department Heads should be prepared to attend, if necessary.

2007 MILWAUKEE COUNTY BUDGET - HEARING SCHEDULE

Budget Amendment No. 2 - Reflecting Personnel actions approved by the Personnel Committee and the County Board that are not included in the County Executive's 2007 Recommended Budget.

Completion of Finance and Audit Committee actions/amendments prior to County Board Public Hearing.

1994 State Exempt Computer Aid
1991 Property Taxes
Budget, As Amended

Monday, October 30, 2006 - 7:00 p.m.

COUNTY BOARD PUBLIC HEARING

(on County Executive's 2006 Recommended Budget,
including amendments by the Finance and Audit Committee)

ZOOFARI CENTER
9715 West Bluemound Road

Tuesday, October 31, 2006 - 3:00 p.m.

FINANCE AND AUDIT COMMITTEE BUDGET AMENDMENT SUBMISSION DEADLINE

In order to conduct a fair and complete review of amendments by Supervisors, amendments to be considered by the Finance and Audit Committee must be prepared in final form and submitted to the Chief Committee Clerk (Delores "Dee" Hervey) by 3:00 p.m., Tuesday, October 31, 2006. Amendments will be available for review by 5:00 p.m. on Tuesday, October 31, 2006. Copies will be placed in all County Board members' mailboxes.

NOTE: Amendments submitted after the 3:00 p.m. deadline will not be considered by the Finance and Audit Committee and must be submitted by the authors under suspension of the rules on County Board Budget Adoption Day, November 6, 2006. This clarification will assure that Finance and Audit Committee members will have an opportunity to review all amendments prior to the final Finance and Audit Committee Budget Hearing on Wednesday, November 1, 2006, at 9:30 a.m.

Wednesday, November 1, 2006 - 9:30 a.m.

FINANCE AND AUDIT COMMITTEE BUDGET HEARING

County Executive's Comments on Finance and Audit Committee's Actions.

Consideration of amendments resulting from the public hearing offered by Committee members and Supervisors.

2007 MILWAUKEE COUNTY BUDGET - HEARING SCHEDULE

Final action on Finance and Audit Committee's amendments and recommended tax levy.

1994 State Exempt Computer Aid, if necessary
1991 Property Taxes
Budget, As Amended

COUNTY BOARD MEETINGS

Thursday, November 2, 2006 - 9:30 a.m.

(Regular Meeting)

Monday, November 6, 2006 - 8:30 a.m.

(Annual Meeting on Budget Adoption)

(Reconvene at 1:30 p.m. following noon lunch hour per adopted procedure.)

Wednesday, November 15, 2006 - 1:30 p.m.

(Meeting on Possible Vetoes, if necessary)

ADA accommodation requests should be filed with the Milwaukee County Office for Persons with Disabilities, 278-3932 (voice) or 278-3937 (TTD), upon receipt of this notice.

October

<i>Sun</i>	<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thu</i>	<i>Fri</i>	<i>Sat</i>
1	2	3	4	5	6 Budget Hearing (BH) 9:00 a.m. – Overview Committee Action on Budget & Non- departmentals Pension Bonds	7
8	9 BH – 9:00 a.m. H&HN	10 BH – 9:00 a.m. Certain Staff Fringe Benefits	11 BH – 9:00 a.m. Gen. Govt. & Public Safety, Courts & Judiciary	12 BH – 9:00 a.m. Public Works	13 BH – 9:00 a.m. Leg. & Exec. & most DAS divisions	14
15	16 BH – 9:00 a.m. Select Non-Dept., Parks, Recreation & Culture	17 BH – 9:00 a.m. Unfinished Business (UB)	18 TPW&T – 9:00 a.m. BH – 1:00 p.m. UB, if necessary Capital Policy & Capital Budget Overview, Adopted Policy Options	19 JC & GS – 9:00 a.m.	20	21
22	23 ECD Mtg. - 9:00 a.m. BH – 1:00 p.m. Capital Sections 1-7	24 PE & E Mtg. – 9:00 a.m. BH – 1:00 p.m. Sections 8-14	25 H & HN Mtg. – 9:00a.m. BH – 1:00 p.m. UB, if necessary	26 F & A Mtg. – 9:00 a.m. BH – 1:00 p.m. Amendment No. 2 Final Meeting prior to Public Hearing	27 Personnel Mtg. – 9:00 a.m.	28
29	30 Public Hearing – Zoofari Center 9715 West Bluemound Road 7:00 p.m.	31 Amendment Deadline 3:00 p.m.				

2006

November

<i>Sun</i>	<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thu</i>	<i>Fri</i>	<i>Sat</i>
			1 BH -- 9:30 a.m. Final	2 County Board Regular Meeting 9:30 a.m.	3	4
5	6 County Board Budget Adoption 8:30 a.m.	7	8	9	10	11
12	13	14	15 County Board Budget Vetoes 1:30 p.m.	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

2006